

RAAUZYUW RUCCBWF9177 1961527-UUUU--RHMCSUU.

ZNR UUUUU

R 141527Z JUL 04

FM COMNAVPERSCOM MILLINGTON TN//PERS673//
TO COMFLTFORCOM NORFOLK VA//N1/N34/N4/N6//
COMLANTFLT NORFOLK VA//N1/N34/N4/N6//
COMPACFLT PEARL HARBOR HI//N1/N34/N4/N6//
COMNAVRESFOR NEW ORLEANS LA//N1/N4/N6//
COMNAVRESFOR NEW ORLEANS LA//N1/N4/N6//
CNI WASHINGTON DC//N1/N34/N4/N6//
COMNAVREG EUR LONDON UK//N1/N4/N6//
COMNAVREG MIDLANT NORFOLK VA//N1/N4/N6//
COMNAVREG NE GROTON CT//N1/N4/N6//
COMNAVREG NW SEATTLE WA//N1/N4/N6//
COMNAVREG PEARL HARBOR HI//N1/N4/N6//
COMNAVREG SE JACKSONVILLE FL//N1/N4/N6//
COMNAVREG SOUTHEAST//N1/N4/N6//
COMNAVREG SW SAN DIEGO CA//N1/N4/N6//
PERSUPPACT LANT NORFOLK VA
PERSUPPACT WEST SAN DIEGO CA
PERSUPPACT EUR NAPLES IT
PERSUPPACT PACIFIC YOKOSUKA JA
BUMED WASHINGTON DC
COMNAVPERSCOM MILLINGTON TN
INFO COMNAVSUPSYSCOM MECHANICSBURG PA//00E/0E4//
DON CIO WASHINGTON DC
BT

UNCLAS //N02300//

MSGID/GENADMIN/NPC PERS 673 MILLINGTON TN//
SUBJ/CIVIL SERVICE COMMON ACCESS CARD (CAC) EXPIRATION DATE//
REF/A/DOC/USDOD/YMD:20001113//
AMPN/REF A IS DOC FROM OFFICE OF THE ASSISTANT SECRETARY OF
DEFENSE
SUBJ: X.509 CERTIFICATE POLICY FOR THE UNITED STATES DEPARTMENT
OF DEFENSE//
POC/DELMY HORMAN/LT/NPC (PERS 673D)/LOC:MILLINGTON TN
/EMAIL: [REDACTED]//
POC/DOUG EBNER/CIV/NAVY E-BUSINESS/LOC:MECHANICSBURG, VA
/EMAIL: [REDACTED]//

RMKS/1. REQUEST WIDEST DISTRIBUTION TO INSTALLATION COMMANDERS,
PSD OICS AND PASS AND ID OFFICES. FM FY 2001 TO FY 2004 THE DON
E-BUSINESS OPERATIONS OFFICE CONDUCTED INITIAL MASS ISSUANCE OF
THE CAC AT SEVERAL NAVY INSTALLATIONS. INSTALLATIONS WITH HIGH
DOD CIVIL SERVICE POPULATIONS (THE MOST STABLE DON EMPLOYEE
GROUP) WILL EXPERIENCE A MASS EXPIRATION OF CACS THREE YEARS
AFTER THEIR MASS ISSUANCE. CONSEQUENTLY, LEADERSHIP AT EVERY
NAVY INSTALLATION SHOULD BE AWARE OF FUTURE POTENTIAL SURGES IN
CAC RE-ISSUANCE AND SHOULD TAKE PROACTIVE STEPS TO MANAGE CAC RE-
ISSUANCE AT THEIR COMMANDS AND AT LOCAL DEERS/RAPIDS ISSUANCE
FACILITIES.

2. PLEASE ADHERE TO THE FOLLOWING GUIDELINES: ESTABLISH
THE EXPIRATION DATE ON CIVIL SERVICE CACS AS THE INDIVIDUAL'S
BIRTHDAY. THIS MEASURE SHOULD BE ADOPTED IMMEDIATELY FOR CIVIL
SERVICE EMPLOYEES AND WILL RESULT IN AN EVEN DISTRIBUTION
THROUGHOUT THE YEAR OF EXPIRATION DATES FOR ALL NAVY CIVIL
SERVICE EMPLOYEE CACS. ASSOCIATED CAC ISSUANCE
GUIDELINES/BUSINESS RULES ARE AS FOLLOWS:

A. IF AN INDIVIDUAL'S BIRTHDAY IS BEFORE THE DATE THE CAC IS BEING ISSUED, SET CAC EXPIRATION DATE TO THE BIRTHDAY PLUS THREE YEARS FROM CURRENT YEAR (E.G., IF BIRTHDAY IS 10 JAN AND CURRENT DATE IS 22 MAY 04, THEN SET CAC EXPIRATION TO 10 JAN 2007)

B. IF INDIVIDUAL'S BIRTHDAY IS AFTER THE DATE THE CAC IS BEING ISSUED, SET THE CAC EXPIRATION DATE TO THE BIRTHDAY PLUS TWO YEARS FROM CURRENT YEAR. (E.G., BIRTHDAY IS 10 SEP AND CURRENT DATE IS 22 MAY 04, THEN SET CAC EXPIRATION TO 10 SEP 2006).

C. UNDER NO CIRCUMSTANCES WILL A CAC BE ISSUED FOR A PERIOD EXCEEDING 3 YEARS.

3. THESE GUIDELINES ONLY APPLY TO NAVY CIVIL SERVICE EMPLOYEES. OTHER SERVICE CIVIL SERVANTS WILL CONTINUE TO BE CROSS-SERVICED WITH CAC EXPIRATION DATES ESTABLISHED AS 3 YEARS FROM THE DATE OF ISSUANCE. DOD CONTRACTORS, NAF EMPLOYEES OR ANY OTHER ELIGIBLE CAC RECIPIENT WILL CONTINUE TO BE ISSUED CACS IN ACCORDANCE WITH EXISTING POLICY.

4. OTHER CONSTRUCTIVE ACTIONS TO HELP ALLEVIATE THE UPCOMING MASS RE-ISSUANCE INCLUDE:

A. NAVY E-BUSINESS OPERATIONS OFFICE WILL, UPON REQUEST, PROVIDE NAVY CIVIL SERVANT CAC EXPIRATION PROJECTION DATA FOR EACH INSTALLATION. THE NAVY DEERS/RAPIDS PROJECT OFFICE (PERS-673) WILL PROVIDE HISTORICAL RAPIDS SITE ACTIVITY DATA UPON REQUEST. PROACTIVE MANAGEMENT PROCEDURES MAY INCLUDE:

B. RE-ISSUING CACS EARLIER THAN THE INDICATED EXPIRATION DATE.

C. UTILIZING AN APPOINTMENT SYSTEM TO SCHEDULE CAC RE-ISSUANCE.

D. EXTENDING HOURS OF OPERATION FOR AFFECTED RAPIDS SITES.

E. ESTABLISHING LOCAL PUBLIC AWARENESS CAMPAIGNS//

BT

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